

# AR Aging Report

Last Modified on 11/01/2024 4:53 pm EDT

The AR Aging Report calculates the accounts receivable aging on the fly using an “as of” date. The report displays, for each customer, total open invoices in each aging bucket, along with unapplied payments and credits.

## Report Parameters

The parameters available for this report are:

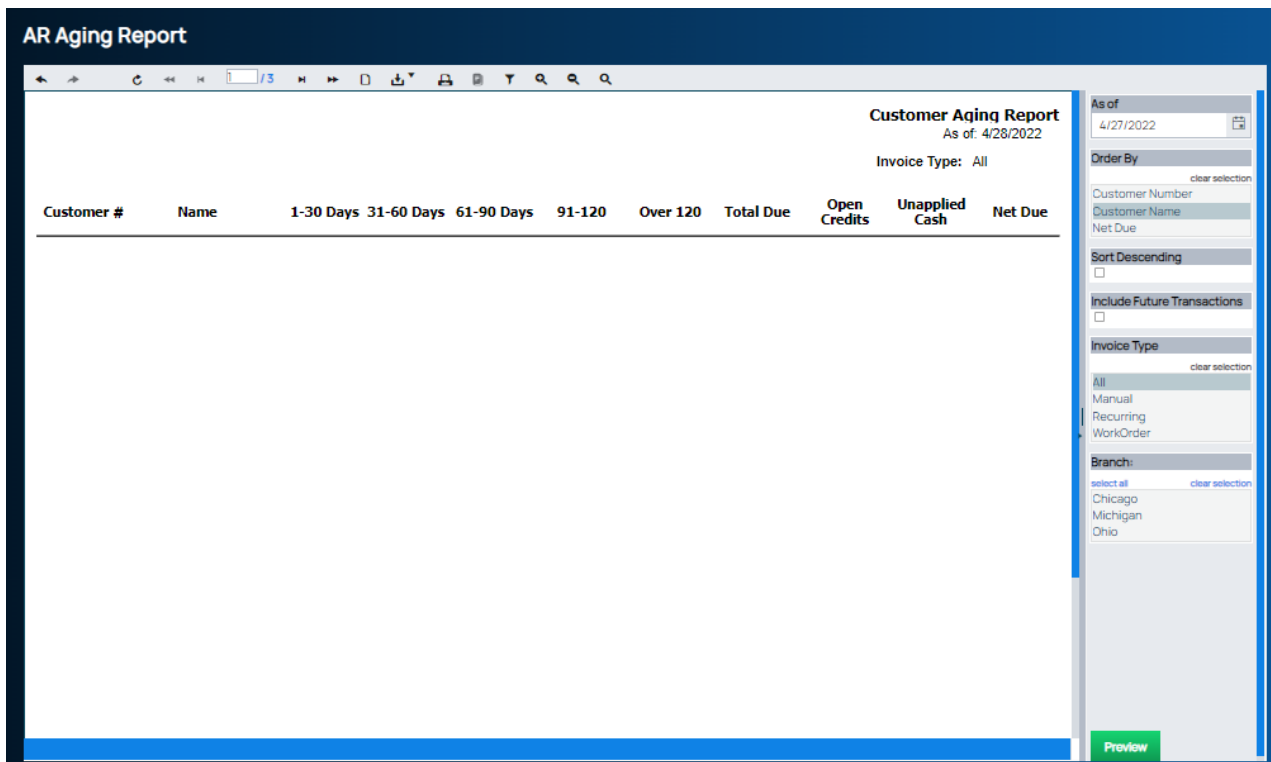
- As of Date
- Order By: Customer Number, Customer Name, Net Due, or Branch Name
- Sort Descending
- Include Future Transactions
- Invoice Type: Manual, Recurring, or Work Order (select only one)
- Branch

## Generate the AR Aging Report

To generate this report, navigate to Reports > Accounts Receivable > AR Aging Report.

The AR Aging Report page will be displayed. In the Parameters area, make the desired selections for the report. When finished, click the Preview button.

**TIP!** To see all Branches, clear selection under Branch.



The screenshot displays the 'AR Aging Report' interface. At the top, it shows 'Customer Aging Report' with 'As of: 4/28/2022' and 'Invoice Type: All'. Below this is a table header with columns: Customer #, Name, 1-30 Days, 31-60 Days, 61-90 Days, 91-120, Over 120, Total Due, Open Credits, Unapplied Cash, and Net Due. On the right side, there are several parameter selection areas: 'As of' (4/27/2022), 'Order By' (Customer Number), 'Sort Descending' (unchecked), 'Include Future Transactions' (unchecked), 'Invoice Type' (Manual), and 'Branch' (Chicago). A 'Preview' button is located at the bottom right of the parameters area.

The report results will be displayed based on the selections in the parameters area. Users may use the function buttons to print or export the report.

